



PRESS OPERATOR, SENIOR

SALARY GRADE: [C1-44](#)

DEFINITION:

Under the direction of an assigned supervisor, operate offset printer and peripheral equipment to prepare single and multi-color instructional, administrative and marketing materials for the District.

DISTINGUISHING CHARACTERISTICS:

The Senior Press Operator class operates multi-color presses and serves in a lead capacity. The Press Operator II class operates large format printing presses and high speed duplicating machines.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

1. Operate one color and multi-color offset printing presses in the reproduction of materials, such as exams, class hand-outs, course outlines, Board reports and various multiple color publications and forms requiring high quality color ink work with extreme registration requirements.
2. Make metal plates; adjust paper feed and guides for different weights and sizes of stock; ink and adjust rollers; adjust tack and body of ink and mix fountain solutions chemicals to appropriate pH level as necessary.
3. Make line and half-tone masters and negatives on process cameras; paste-up and strip negatives; process various masters and plates by technically adjusting exposures, contrast and sizes while utilizing hazardous chemicals for moistening, desensitizing, preserving and production.
4. Operate a variety of duplicating equipment, such as plate maker, bindery, reproduction center equipment, imaging transfer equipment and stripping and film assembling equipment and dark room equipment.
5. Maintain, adjust, clean and assure proper preventive maintenance techniques to various machines and equipment and assure good working condition; communicate with vendors as necessary.
6. Assist in maintaining routine records; price work completed; file negatives and metal plates.
7. Assist in maintaining supplies and materials as directed.
8. Assemble and staple reproduced material as necessary.
9. Train and provide work direction to student workers as assigned.
10. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Photo offset printing including black and white reproduction and processing color reproduction.
2. Film developing and procedures.
3. Line and halftone photography.
4. Lay out and stripping process.

5. Plate making processes and procedures.
6. Technical aspects of field of specialty.
7. Safety regulations, precautions and procedures.
8. Technical aspects of field of specialty.
9. Proper methods, tools and equipment used in set up, operation, maintenance and repair of printing, bindery and related equipment.
10. Paper stocks, sizes and inks.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate offset printer and peripheral equipment to prepare single and multi-color instructional, administrative and marketing materials for the District.
3. Operate standard offset duplicating machines and peripheral equipment.
4. Operate a variety of duplicating equipment, such as plate maker, bindery, reproduction center equipment, imaging transfer equipment and stripping and film assembling equipment and dark room equipment.
5. Understand and follow oral and written directions.
6. Work cooperatively with others.
7. Meet schedules and time lines.
8. Train and provide work direction to students.
9. Work independently.

Education and Experience

Any combination equivalent to:

1. High school diploma.
2. Two (2) years Press Operator II level experience.
3. College-level coursework in reprographics.

WORKING CONDITIONS:

Environment:

1. Print shop environment.
2. Noise from working in a production area.

Physical Abilities:

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard, postal and specialized equipment.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 60 lbs.

Hazards:

1. Hazardous chemicals.
2. Working around machinery having moving parts.

Date Approved: March 1, 1999
EEO Code: H-50